

Director of Logistics

2 - DEC 1968

Chief, Planning Staff, OL

Planning for the Move to Building 213

1. Detailed planning for the move to Building 213 has been decentralized to each element in NPIC and is being based on the master plan, "Phasing of Relocation by Functions." Several meetings have been held by [] with representatives from each element, and necessary information on organization for the move, packaging, labeling and preparation of manifests either has been or will be disseminated. In general, the move is to be accomplished along the same lines as the move made to the new Headquarters.

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2. Each element of NPIC is organizing a Task Force to handle their respective portions of the move under instructions contained in Enclosure No. 1.

3. [] of PBS has made broad plans to accomplish the move based on information provided him by [] to date. He expects to use 2 shifts of 32 laborers (16 hours) a day during the "Operational" phase of the move and will provide the necessary transportation to accomplish the entire move to Building 213. He will further refine his plans to meet specific daily requirements as soon as consolidation of the necessary details has been completed.

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4. Each element of NPIC is currently preparing a report of inventory of items to be moved under instructions contained in Enclosure No. 2. This information will be submitted to [] by 10 December. [] will subsequently convert this information into daily requirements and provide [] with a complete listing. In this manner, maximum daily needs for transportation and labor will be identified and appropriate supporting schedules will be made by []

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5. In this connection, cartons have been requisitioned for the move and printing requisitions have been submitted for the required labels. Special size boxes to hold materiel stored in map cabinets will be obtained on loan from the Records Center.

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GROUP 1
Excluded from automatic
downgrading and
declassification

~~SECRET~~
CONFIDENTIAL

SUBJECT: Planning for the Move to Building 213

6. The necessary external elevators required to remove special materiel from the Stewart Building will be constructed by [redacted] He has indicated that these can be erected in one day.

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7. Not directly involved in moving plans, but of interest, is the information that [redacted] plans to have the necessary parking permits to be used at Building 213 printed by NPIC.

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151

[redacted]

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Enclosures:

- 1 - Moving Procedures and Responsibilities
- 2 - Report of Inventory

Distribution:

Original / Addressee

- 1 - OL/PS (Official)
- 1 - NPIC (Attn: [redacted] (w/o encl.)
- 1 - OL/SD (w/o encl.)
- 1 - OL/TD (w/o encl.)
- 1 - OL/RE&CD (w/o encl.)
- 1 - OL/PD (w/o encl.)

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OL/PS, [redacted] (3 Dec. 62)

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